

# Application for Development - Small-Scale Residential (Householders)

Under the Environmental Planning and Assessment Act 1979 section 4.12 (formerly section 78A)

## About this form

You can use this form to request approval to undertake development in the City of Sydney local government area where Council is the consent authority for:

- alterations and additions to existing single dwellings less than 3 storeys
- new dwellings less than 3 storeys
- dual occupancy dwellings
- granny flats
- garages & carports
- ancillary outbuildings
- minor alterations to residential units (which do not add height or floor space)

**NOTE: Information provided on the USB (excluding Part A of the Application form and non-exhibition plans) will be publicly available, personal information such as credit card details and any other personal information must NOT be copied onto the USB.**

## How to complete this form

1. Ensure that part A & B have been filled out correctly, and are stored separately on the USB.
2. All fields are mandatory and must be completed before submitting the application.
3. Once completed you must submit this form by mail or in person. Please refer to the Lodgement details section for further information.

## Part A

### Site Details

Street Number	Street Name		
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
Suburb	Lot Number	DP/SP	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	

### Applicant Details

Title	Given Names	Family Name
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Organisation/Company Name (if applicable)

Email Address

Note: Please provide an email & postal address, correspondence will be via e-mail when possible

Address

Note: It is important that we are able to contact you if we need more information. Please give as much detail as possible. Council will deal only with the nominated applicant in the event of any query or communication regarding this application.

Contact Number	Alternative Contact Number
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Applicant Name (please print)	Applicant Signature	Date
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**Registered Owner/s Consent** (See note 1 at the back of this form)

As the registered owner/s of the above property, I/We give consent to this application.

Title	Given Name/s	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Organisation/Company Name (if applicable)	ABN/ACN (if applicable)
<input type="text"/>	<input type="text"/>

Address

Contact Number	Alternative Contact Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Registered Owner/s Signature/s (see Note 1 at the back of this form)

Registered Owner Name (please print)	Position
<input type="text"/>	<input type="text"/>

Signature	Date
<input type="text"/>	<input type="text"/>

Registered Owner Name (please print)	Position
<input type="text"/>	<input type="text"/>

Signature	Date
<input type="text"/>	<input type="text"/>

Registered Owner Name (please print)	Position
<input type="text"/>	<input type="text"/>

Signature	Date
<input type="text"/>	<input type="text"/>

**Important:** Every owner must sign this form (or attach a separate letter signed by each owner if more space is required). Please read Note 1 at the back of this form carefully. Incomplete or inaccurate information on this section may result in rejection of the application.

**Strata Property - Works affecting Common Property - Section 108 Strata Schemes Management Act**

For works that affect common property, the owners corporation consent is required.

Section 108 of the Strata Schemes Management Act allows changes to common property if applicants ensure the owners corporation has given a valid consent by seeking a copy of the resolution/minutes of a general meeting authorising the works or confirmation that the requirements of the Strata Schemes Management Act 2015 have been met.

Refer to Note 1 at the back of this form for full details.

Strata / Body Corporate Name (please print)	Position
<input type="text"/>	<input type="text"/>

Signature	Date
<input type="text"/>	<input type="text"/>

Strata Property - Works affecting Common Property - Section 108 Strata Schemes Management Act -continued

Strata / Body Corporate Name

Position

Signature

Date

Strata  
Stamp or  
Seal to be  
affixed if  
applicable

NOTE: For works that affect common property, the owner's corporation's consent is required. Section 108 of the Strata Schemes Management Act allows for changes to common property if the owner's corporation has passed a special resolution authorising the works. The applicant must ensure that the owner's corporation has given a valid consent. The applicant should seek a copy of the minutes / resolution of a general meeting authorising the change to common property or letter on strata management letter head stating that the requirements of the Strata Schemes Management Act 2015 have been met.

Applicant Declaration - to be signed after completing part A & B of this form

All of the details sought in this form and the accompanying checklist must be provided. If you are planning a development on land that is environmentally sensitive you will also need to seek advice from Council's staff, as additional information may be required. On-site inspections are carried out prior to the determination of any application. As a result of this inspection, or from a preliminary assessment, further information may sometimes be required. A Council Officer will contact you soon after their initial inspection if this is the case. The completed checklist must be submitted with this application.

**Failure to provide the required documentation of an acceptable standard will result in your application being returned.**

What you need for lodgement (please tick applicable box/es below)

- DA Form
- DA Checklist and all associated plans and documents
- BASIX Certificate (if applicable, see page 5)
- Fees

**Residential Floor Plans**

Do the plans and/or specifications show residential parts of the building? Yes  No

If yes, may the council exhibit, allow inspection of and provide copies of plans that show residential parts of the building (other than height & exterior configuration)? Yes  No

Important: If the applicant has requested that the interior of residential parts of the building are not be exhibited, separate plans (named with the prefix 'Exhibition' e.g. Exhibition – Floor Plans) must be provided on the USB for exhibition purposes, showing all details excluding the internal residential parts of the building.

**Disclosure of Political Donations and Gifts**

Under Section 10.4 of the Environmental Planning and Assessment Act 1979, any reportable political donation to a Councillor and/or any gift to a Councillor or Council employee within a two (2) year period before the date of this application must be publicly disclosed.

Are you aware of any person with a financial interest in this application who made a reportable donation or gift in the last two (2) years? No  Yes

- If yes, - complete the Political Donation and Gifts Disclosure Statement from and lodge with this application (see Note 1 at the back of this form).
- If no, - in signing this application I undertake to advise the Council in writing if I become aware of any person with a financial interest in this application who has made a political donation or has given a gift in the period from the date of lodgement of this application and the date of determination..

Note: **Failure to disclose relevant information is an offence under the Act. It is also an offence to make a false disclosure statement.**

**Applicant Declaration** - to be signed after completing part A & B of this form

**Conflict of Interest**

To ensure transparency in Council's decision making process and to avoid potential conflicts of interest, you must make a declaration as to whether you, the landowner and/or anyone with a financial interest in the application is a Council employee or Councillor or is related to a Council employee or Councillor. You MUST tick at least one of the boxes below:

- Neither I, the landowner or any other person with a financial interest in the application is an employee/Councillor or relative of an employee/Councillor of City of Sydney Council.
- I am an employee/Councillor or relative of an employee/Councillor of City of Sydney Council. I have stated the relationship below.
- The landowner is an employee/Councillor or relative of an employee/Councillor of City of Sydney Council. I have stated the relationship below.
- Another person with a financial interest in the application is an employee/Councillor or relative of an employee/Councillor of City of Sydney Council. I have stated the relationship below.

Name and relationship:

**Important Notice**

- Council will not process DAs that are incomplete or non-complying with lodgement requirements. These will be returned to applicants within 14 days (see Note 6 & 7 at the back of this form). Check fee calculation with Council staff prior to lodgement. Building work will be valued independently by using the latest building cost indicators.
- I apply for approval to carry out the development or work described in parts A & B of this application. I declare that all the information in the application and checklist is to the best of my knowledge, true and correct.
- I also understand that if the information is incomplete, the application may be delayed, rejected or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted may be void.
- I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application.
- I declare that the electronic data provided is a true copy of all plans and associated documents submitted with this development application and the data is not corrupted or does not contain any viruses. Each document is no bigger than 20MB, PDF and is named in accordance with Council's [Digital Requirements](#) document. I understand that information provided on the USB will be publicly available. I have stored Part A and B of this form separately on the USB.
- I understand that the city will use the information and materials provided for notification and advertising purposes (see Note 8 at the back of this form) and that material provided will be made available to the public for inspection and copying at Council's Customer Service Centres and on Council's website.

Applicant Name (please print)

Applicant Signature

Date

# Application for Development - Small-Scale Residential (Householders)

Under the Environmental Planning and Assessment Act 1979 section 4.12 (formerly section 78A)

**Please note:**

- information provided will be public information and will be placed on the City's website.
- all fields of this form are mandatory and must be completed before submitting the application



## Part B

### Site Details

Street Number

Street Name

Suburb

Lot Number (if known)

DP/SP (if known)

### Applicant Details

Title

Given Names

Family Name

Organisation/Company Name (if applicable)

### Proposed Development Description

**Type of development:** (please tick appropriate box/es below)

Residential Alteration and/or Additions - DP1

Residential - Single New Dwelling - DP2

Residential - New Second Occupancy - DP3

Detailed Description

- please give details of everything that you want Council to assess including any demolition and the proposed use/s.

**Pre - application advice**

Have you been given any pre-application advice on this application?

No  Yes  ►

If yes, please give the name of the Council Officer who gave the advice:

Name of Council Officer:

Date advice given:

## Other Approvals

### Integrated Development (please tick appropriate box for each question)

Is this application for integrated development?

No  Yes  ►

If yes, under which Act do you require approval?

**Heritage Act 1977 (s58)** ► Do any exemptions apply under the Act? No  Yes  ►

If yes, and the development is wholly covered by the exemptions, the application will not be treated as integrated development. Please provide a copy of any exemptions under the Heritage Act 1977.

**Roads Act 1993 (s138)**

**Or any other Act  
(see Note 2 at the back of this form)** ►

Please specify which Act applies:

### Tree Removal

Is a tree to be removed/pruned? No  Yes  ►

If yes, extra information (such as an Arborist's report) must be provided to Council with this development application.

Has a tree removal application of approval been granted by Council? No  Yes  ►  Give details below:

## Details of Proposed Development

### A genuine and accurate proposed Cost of Development

(See Note 3 at the back of this form)

\$

To accompany this application form, you must provide one of the following:

- \$0 - \$150,000 - a cost summary report prepared by the applicant or a suitably qualified person\*
- > \$150,000 - \$3 million - a cost summary report prepared by a suitably qualified person\*
- > \$3 million - a detailed cost summary report prepared by a registered quantity surveyor

### Site Area

Proposed Gross Floor area  
(residential)

Existing Gross Floor area, plus  
excluded floor space  
e.g. parking services

Proposed FSR

Existing Floor Space Ratio (FSR)

### Site Contamination

Has a site Contamination Report (Phase 1 and/or Phase 2) been submitted with this application?

No  Yes

### Critical Habitat

Is this land part of critical habitat identified under the [Threatened Species Conservation Act 1995](#)?

(See Note 4 at the back of this form)

No  Yes

## Environmental Impact

### Environmental Impact (see Note 5 at the back of this form)

Is a Statement of Environmental Effects (S.E.E.) attached? No  Yes

If no, and the development is considered to have a **negligible impact** (e.g. minor internal alterations), please state the reasons why in the box below (Describe the likely impacts of the proposed development on the surrounding area including visual impacts & impacts to the amenity of the surrounding area). NOTE: A separate S.E.E. must be provided in all other cases.

## BASIX Certificate

A BASIX Certificate is required when the development is one of the following:

- New residential building
- Alterations & additions to residential buildings with a cost over \$50,000
- A change of use to a residential dwelling
- Swimming Pool over 40,000 litres

A BASIX Certificate identifies the sustainability features required to be incorporated in the building design. These features may include sustainable design elements such as recycled water, rainwater tanks, AAA-rated showerheads and taps, native landscaping, heat pump or solar water heaters, gas space heaters, roof eaves/awnings and wall/ceiling insulation.

Information on obtaining or generating a Certificate can be found on the NSW Department of Planning BASIX website: [www.basix.nsw.gov.info](http://www.basix.nsw.gov.info) or the BASIX Help Line on 1300 650 908 or Email: [basix@planning.nsw.gov.au](mailto:basix@planning.nsw.gov.au).

Is a BASIX Certificate attached to this application? No  Yes

**NOTE:** The Certificate must be no older than 3 months at the time of lodgement.

## Shadow Diagrams

Is a shadow diagram attached to this application? No  Yes

Shadow diagrams must be prepared as follows:

- in accordance with the survey (prepared by a registered surveyor) which is required to be submitted with the application
- drawn to true North
- indicate shadow cast by the proposal between 9.00am and 3.00pm on 21st June at hourly intervals
- indicate the shadow cast by existing buildings and structures on the site and in the surrounding area
- indicate shadows cast by the proposal
- indicate the extent of the additional overshadowing cast by the proposal
- indicate the extent of overshadowing both at ground level and to windows of adjoining and surrounding premises

## Checklist for Lodging a Development Application

The following information is required in digital format. All digital information should be contained on USB. (please tick all applicable boxes below which relate to documents you intend to lodge with this application)

- |   | Applicant<br>Supplied    |
|---|--------------------------|
| 1. Owner's Consent (see Note 1 on the back of this form)  | <input type="checkbox"/> |
| 2. Applicant's signature on Application Form  | <input type="checkbox"/> |
| 3. Plans and accompanying documents. All plans and documents must be submitted in digital format and meet other requirements as listed below. | <input type="checkbox"/> |

**NOTE:**

Digital files must be virus free. Each plan and document must be supplied as PDF file no larger than 20MB in size and be named in accordance with the City's [Digital Requirements](#).

**Information provided on the USB (excluding Part A of the Application form and non-exhibition plans) will be publicly available, personal information such as credit card details and any other personal information must NOT be copied onto the USB.**

- |   |                          |
|---|--------------------------|
| 4. Survey Plan<br>The survey must include the registered surveyor's name and surveyor's ID number, and be in accordance with the City's survey plan requirements located online:<br><a href="http://www.cityofsydney.nsw.gov.au/development/application-guide/application-process">www.cityofsydney.nsw.gov.au/development/application-guide/application-process</a>  | <input type="checkbox"/> |
| 5. Drawings to scale including location plan, site plans, existing floor plans, proposed plans, all elevations (see Notes 6 & 7)  | <input type="checkbox"/> |
| 6. Sample Board & Specification of Finishes<br>Specifications and photographs of the external finishing materials to be used in the construction of the development shall be indicated on the plans and in the supporting information.<br>Please Note: Council may request a physical sample board which must be no larger than A3 size and not weigh more than 5kgs (multiple boards can be submitted if necessary). | <input type="checkbox"/> |
| 7. Statement of Environmental Effects or Environmental Impact Statement (see Note 5 at the back of this form)   | <input type="checkbox"/> |

**The following additional information is required for new buildings and substantial alterations/additions to residential dwellings:**

- |   |                          |
|---|--------------------------|
| 8. A written request to justify contravention of a development standard.<br>• if the building does not comply with a development standard contained in the relevant LEP.  | <input type="checkbox"/> |
| 9. Photomontage<br>• for all new buildings and substantial alterations/additions.   | <input type="checkbox"/> |
| 10. Perspectives<br>• for all new buildings substantial alterations/additions.  | <input type="checkbox"/> |
| 11. Shadow Diagram<br>• where there are changes proposed to the building envelope<br>• diagrams to show existing and proposed impacts between 9.00am and 3.00pm, at the Midwinter (21 June) and if applicable elevation shadows if shadows fall upon neighbouring windows/openings. | <input type="checkbox"/> |



## Checklist for Lodging a Development Application....continued

	Applicant Supplied
12. Heritage Impact Statement and/or Conservation Management Plan and/or Demolition Report	<input type="checkbox"/>
Is the property a heritage item or within a conservation area?	No <input type="checkbox"/> Yes <input type="checkbox"/>
12a. Does your property adjoin a heritage item?	No <input type="checkbox"/> Yes <input type="checkbox"/>
13. Archaeological Baseline Report	<input type="checkbox"/>
<ul style="list-style-type: none"><li>if the site is identified in The Central Sydney Archaeological Zoning Plan (note - was identified on template as "draft Archaeological Zoning Plan for Central Sydney 1992")</li></ul>	
14. A Waste and Recycling Management Plan	<input type="checkbox"/>
<ul style="list-style-type: none"><li>All new and change-of-use developments that will generate construction, demolition and operational waste are required to complete a Waste and Recycling Management Plan in accordance with the requirements of the Guidelines for Waste Management in New Developments available to view or download on the City's website: <a href="http://www.cityofsydney.nsw.gov.au/development/planning-controls/development-policies">www.cityofsydney.nsw.gov.au/development/planning-controls/development-policies</a></li></ul>	
15. BASIX Certificate	<input type="checkbox"/>
<ul style="list-style-type: none"><li>for all new residential dwellings - this certificate can only be obtained through the BASIX website: <a href="http://www.basix.nsw.gov.au">www.basix.nsw.gov.au</a>. Council cannot accept your application without this certificate.</li></ul>	

## Notes for completing an Application for Development

### Note 1

1. The EP&A Act requires that all owners consent to the lodging of an application.
2. It is the applicant's responsibility to clearly demonstrate that all owners have consented to the lodging of the application. The Council will not accept an application without the correct owners consent.
3. **Owner(s)** - all owners are to sign (please note additional requirements for other types of ownership below).
4. **Company/Organisation** - If the owner is a company, the owners consent must be signed in accordance with the Corporations Act 2001 by: (a) one company director and company secretary; or  
(b) two company directors or  
(c) if a sole director/secretary company, the sole director.

The applicant must provide the ABN or ACN numbers, the names and positions of those signing the consent, an up to date (dated the day of lodgement or the day before) ASIC company extract ([www.asic.gov.au](http://www.asic.gov.au)) and any other required supporting documentation.

5. **Joint wall/fence** - when works affect a joint wall or fence, consent of all property owners is required (e.g. Semi-detached or terrace dwelling and boundary fence).
6. **Strata title/body corporate** - if the property is a unit under strata title, then in addition to the owner(s) signature the following must be provided if any works or proposed use affect the common property.
  - The common seal of the owners corporation must be stamped on this form and witnessed by two members of the executive committee (where there is a determination by the owner's corporation), the secretary of the owner's corporation and another member of the executive committee, or the appointed strata managing agent;
  - **and** one of the following:
    1. A letter on strata management letterhead stating that the requirements of the Strata Schemes Management Act have been met; or
    2. Copy of resolution or minutes showing that the special resolution has been passed at a general meeting or the owners corporation that specifically authorises the change to common property.
7. **Signing on owners behalf** - if you are signing on the owner's behalf as the owner's representative, you must state the nature of your legal authority and attach documentary evidence (a full copy is required). Depending on the nature of your authority, the following evidence may be accepted: Power of Attorney, Trust Deed, Probate, Letters of Administration, Delegation Schedule, Letter (with organisation's letterhead) confirming your authority.
8. **New owners** - if the property has recently been sold, documentary evidence of the sale must be provided. Please provide one (1) of the following:
  - A copy of the Certificate of Title
  - Previous owner's consent to the application.
9. **Political donations** - Under Section 10.4 of the Environmental Planning and Assessment Act 1979, any reportable political donation to a Councillor and/or a Council employee within a two (2) year period before the date of this application must be publicly disclosed.

Further information, including a "Political Donation and Gifts Disclosure Statement" form and a glossary of terms, is available online at the City's website, [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au) under "Development" and from any Council Customer Service Centre.

### Note 2

Integrated development is development that requires development consent and one or more of the following approvals:

**Heritage Act 1997** s58 - approval in respect of the doing or carrying out of an act, matter or thing referred to in s57(1) s57(1) of the Heritage Act 1977 applies to building works, relic or places on the State Heritage Register

**Roads Act 1993** s138 - consent to:

- a. erect a structure or carry out a working, on or over a public road; or
- b. dig up or disturb the surface of the public road; or
- c. remove or interfere with a structure, work or tree on a public road; or
- d. pump water into a public road from any land adjoining the road; or
- e. connect a road (whether public or private) to a classified road.

## Notes for completing an Application for Development...continued

### Note 2 - continued

**Water Act 1912** s10, s13A, s18F, s20B, s20CA, s20L, s116 part B

An application for integrated development must include sufficient information for the approval body to make an assessment of the application. If your application is for Integrated development, an additional fee will be payable directly to the relevant agency. This will be requested through the NSW Planning Portal after you lodge your application.

### Note 3

In the case of construction or building work, the development application fee is based on the estimated cost of development and is based on the cost incurred if a contractor carried out the works (this is not the cost of an owner- builder carrying out the works).

- **\$0 - \$150,000**, you will need to provide Council with the site area; gross floor area ( for all uses); the applicant or a suitably qualified person\* must provide a cost summary report cost of demolition and site preparation; excavation; fit-out (for all uses); car parking and professional fees, this can be submitted on councils cost summary form available on council website. qualified person\* must complete a cost summary report to include the cost of demolition and site preparation; excavation; fit-out (for all uses); car parking and professional fees, this can be submitted on councils cost summary form available on councils website.
- **> \$150,000 and \$3 million**, you will need to provide Council with the site area; gross floor area (for all uses); a suitably qualified person\* must complete a cost summary report to include the cost of demolition and site preparation; excavation; fit-out (for all uses); car parking and professional fees, this can be submitted on councils cost summary form available on councils website.
- **> \$3 million**, a registered Quantity Surveyor's detailed cost report verifying the cost must be submitted on lodgement of the development application, in the Council approved format available on the Council's website. In the case of development which exceeds \$40 million in cost, it is imperative that an accurate estimate is determined at development application stage as this will determine the correct Consent Authority. Please note that the Central Sydney Planning Committee is the Consent Authority for all development over \$50 million.

\* The following people are recognised as 'a suitably qualified person':

- A builder who is licensed to undertake the proposed building works, or
- A registered quantity surveyor, or
- A registered architect, or
- A practising qualified building estimator, or
- A qualified and accredited building designer, or
- A person who is licensed and has the relevant qualifications and proven experience in costing of development works at least to a similar scale and type as is proposed, or
- A land surveyor registered under the Surveying and Spatial Information Act, 2002.

Misrepresenting the value of the development will result in delays in the assessment of the development application and will necessitate a re-assessment / re-determination of the matter.

### Note 4

If the land is, or is part of, critical habitat or development that is likely to significantly affect threatened species, populations or ecological communities or that habitat as identified under the Threatened Species Conservation act 1995, then a species impact statement is required.

### Note 5

The application must be accompanied by a statement of environmental effects unless the proposed development is considered to have negligible effect (e.g. minor interior alterations) which must:

- a. demonstrate that the environmental impact of the development has been considered;
- b. set out steps to be taken to protect the environment or to mitigate the harm;
- c. address compliance with the appropriate instrument (and any exhibited draft instruments). These instruments are available from council or to view an download on Council's website at:  
[www.cityofsydney.nsw.gov.au/development/planningcontrolsconditions](http://www.cityofsydney.nsw.gov.au/development/planningcontrolsconditions)

## Notes for completing an Application for Development...continued

### Note 6

A plan of the land must indicate:

- a. location, boundary dimensions, site area and north point of the land;
- b. existing vegetation and trees on the land;
- c. location and use of existing buildings on the land;
- d. existing levels of the land in relation to buildings and roads; and
- e. location and use of buildings on sites adjoining the land.

Plans or drawings describing the proposed development must indicate (where relevant):

- a. the location of proposed new buildings or works (including extensions or additions to existing buildings or works) in relation to the land's boundaries and adjoining development. Clause 56 of the Environmental Planning and Assessment Regulation 2000 requires an A4 plan of the building that indicates its height and external configuration as erected. If the development involves building work to alter, expand or rebuild an existing building, a scaled plan of the existing building is required;
- b. floor plans of proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building;
- c. elevations and sections showing proposed external finishes and heights;
- d. proposed finished levels of the land in relation to buildings and roads;
- e. building perspectives, where necessary to illustrate the proposed building;
- f. proposed parking arrangements, entry and exit points for vehicles, and provisions for movement of vehicles within the site (including dimensions where appropriate);
- g. proposed landscaping and treatment of the land (indicating plant types, their height and maturity); and
- h. proposed methods of draining the land.

### Note 7

Applications which have insufficient/deficient documentation and/or detail may be returned to the applicant if Council is unable to assess the application. Council can request additional information from applicants for the application to be assessed and this can delay the assessment. Please ensure all requirements are met when submitting an application.

### Note 8

Your development application may require notification and/or advertising in the paper to enable interested persons to comment on the proposal. The notification period inviting comment from surrounding residents and the public can vary depending on the type of development. If notification is required, a separate fee will be payable.

## Lodgement Details

You can book an appointment to lodge your application at one of our centres here: <https://appointment.booking.cityofsydney.nsw.gov.au/#/map>.

**IN PERSON:** Town Hall House - Level 2, 456 Kent Street, Sydney  
See our website for details of all customer service centres and opening hours:  
<http://www.cityofsydney.nsw.gov.au/customer-service>

**NOTE:** Courier deliveries can only be accepted at our CBD Concierge desk on Level 1, 456 Kent St Sydney.

**MAIL:** City of Sydney, GPO Box 1591, Sydney NSW 2001      **DX Address:** 1251 Sydney

For further information regarding your application please contact us by:

**TELEPHONE:** (02) 9265 9333      Alternatively you can track your development application on our website.

**WEBSITE:** [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au) - main menu - Development / Application Tracking

## Privacy & Personal Information Protection Notice

### Purpose of Collection & Intended recipients:

The information in this form will be used and disclosed for the purposes of communicating with you, Council exercising its functions under Environmental Planning and Assessment Act and as required by law.

### Supply:

The application will be placed on public exhibition and published on the Council's website. If you do not provide the information (or any part of it) your application may not be accepted.

### Access / Correction & Storage:

The Council of the City of Sydney will collect and store the information. You can access and correct the information by contacting the Customer Service Team at 456 Kent Street, Sydney NSW 2000